

My HR Dashboard- Employee PTO Detail Report

- 1. My HR Dashboard Admin: htps://spm.prismhr.com/spm/
- 2. Login with your Username and Password.
- 3. Under 'Reports', scroll down to 'Employee PTO Detail Report'.

6	MY HR PROS	ISI My Company	My Employees	\$ My Payrolls	Reports	Favorites			
Со	Material Codes Report		Overtime	Report		Employe	ee Event Codes Report		
	Mileage Codes Report		Paid To Da	ate Pay Register Repor	t	Employe	ee Hours By Active Weeks Report		
r	Pay Grades Report		Pay Code	Detail Report		Employe	ee ID Report		
	Union Codes Report		Pay Code	Summary Report		Employe	ee Master Report		
	Payroll Report Benefit Adjustments Report Calculate Checks Report		Pay Perio	Pay Period PTO Report Payroll Allocation Report Payroll Cash Requirement Report Payroll Check Journal Report			ee Name Report		
			Payroll Al				ee New Hire Report		
			Payroll Ca				ee Organizational Structure Report		
	Certified Payroll Report	Payroll Ch	Employee PTO Detail Report						
	Certified Payroll XML Download	Report	Payroll Co	Payroll Cost Report			Employee Property Report		

4. Select 'Employee Status', choose the correct Employee Status Code, then 'Accept.'

PTO Reporting / I	Reporting / Employee PTO I	Detail Report	Client: (000100) Dashboard Demons			
Employee	PTO Detail Repor	Employee Status Co	ode Selection			
> ×	r <u>ee Status</u> Statu:	Accept				
Report Type	PTO YTD Detail Report	1 A 2 CR	ACTIVE INACTIVE PER CLIENT REQUEST			
Year-End Date	12/31/2024 This wi	3 🛄 IC 4 🛄 L 5 🛄 T	INDEPENDENT CONTRACTOR LEAVE OF ABSENCE TERMINATED			

- 5. For 'Report Type', select 'PTO Absence Summary Report', then choose 'Run'.
- 6. The Employee PTO Detail Report will be generated.

PTO Reporting / Reporting	/ Employee PTO Detail Report	Cli
Employee PTO D	etail Report	
Employee Status × A	Status Description ACTIVE	> ×
Report Type PTO A	bsence Summary Report	~
Year-End Date 12/31/	72024 This will report on registers wi	th a year-end date betwe
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MY HR	PROS	Dashboard Demonstration Employee PTO YTD Absence Summary Report Active Employees With Status A						
oloyee Name	Accrued Thru	Year End Date	Plan Description	Carryover	Accrued	Used	Available	Register Type
NSON KIM LEAH	08/15/2021	08/15/2024	PAID TIME OFF	0.00	0.00	0.00	0.00	PTO
NSON KIM LEAH	08/16/2021	08/15/2024	Vacation	0.00	0.00	0.00	0.00	VAC
T LIAM	12/13/2023	12/13/2024	PAID TIME OFF	0.00	0.00	0.00	0.00	PTO
T LIAM	12/14/2023	12/13/2024	Vacation	0.00	0.00	0.00	0.00	VAC
				0.00	0.00	0.00	0.00	

Please contact My HR Pros at 479-474-7752 or email receponist@myhrpros.com if any adjustments are needed.